

Retention and Classification Report

Agency: Clearfield (Utah). City Council (3068)

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Records Officer

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AGENCY: Clearfield (Utah). City Council

SERIES: 24487

3

TITLE: Annual and tentative budget message

DATES: 1991-

ARRANGEMENT: Chronological by year thereunder alphabetical by subject

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (1997)).

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 6.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 2 years after budget has been adopted and then destroy.

APPRAISAL:

Administrative
Subject to audit

AGENCY: Clearfield (Utah). City Council

SERIES: 24487

TITLE: Annual and tentative budget message

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 10208

3

TITLE: Board of Adjustments minutes

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. They are used to reference requests, discussions, and decisions of the Board.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24485

3

TITLE: City Council agenda attachments

DATES: 1992-

ARRANGEMENT: Chronological by year then under alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 8.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 10 years or until administrative needs ends, whichever occurs later and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). City Council

SERIES: 24485

TITLE: City Council agenda attachments

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24486

3

TITLE: City Council budget reports

DATES: 1992-

ARRANGEMENT: Chronological by date thereunder alphabetical by subject

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 7.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Clearfield (Utah). City Council

SERIES: 24486

TITLE: City Council budget reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 10116

3

TITLE: City Council meeting minutes

DATES: i 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Clearfield (Utah). City Council

SERIES: 24489

3

TITLE: City Council regular and work session recordings

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION:

Retain 3 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Audio cassettes: Retain in Office for 3 years after approval of official minutes and then destroy provided resolution of any related litigation.

AGENCY: Clearfield (Utah). City Council

SERIES: 24489

TITLE: City Council regular and work session recordings

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

AGENCY: Clearfield (Utah). City Council

SERIES: 10117

3

TITLE: Ordinances

DATES: 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/15/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Clearfield (Utah). City Council

SERIES: 10117

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24483

3

TITLE: Petitions

DATES: 1961-

ARRANGEMENT: Alphanumerical by subject, chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 5 years after issue is resolved or final decision is made and then may be transferred to the State Archives.

APPRAISAL:

Administrative Historical

AGENCY: Clearfield (Utah). City Council

SERIES: 24483

TITLE: Petitions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 10211

3

TITLE: Resolutions

DATES: 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 02/14/1992

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Clearfield (Utah). City Council

SERIES: 10211

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public